



THE CITY OF SAN DIEGO
REPORT TO THE CITY COUNCIL

DATE ISSUED: March 16, 2012 REPORT NO: 12-035

ATTENTION: Rules, Open Government and Intergovernmental Relations Committee

SUBJECT: Report from the Council Policy Working Group regarding revisions to Council Policy 000-01 "Council Policy Manual"

REFERENCE: Council Policy 000-01 "Council Policy Manual"

REQUESTED ACTION:

Update Council Policy 000-01 to align with current city practices, deleting repetitive sections, and revising "city manager" and "non-managerial departments" to "Mayor" and "non-mayoral" departments where applicable to reflect the City's current form of government.

STAFF RECOMMENDATION:

Forward REVISED Council Policy 000-01 "Council Policy Manual" to the full City Council for consideration and approval.

SUMMARY:

The purpose of the Council Policy 000-01 was condensed to one sentence "to establish procedures for the preparation, electronic distribution and maintenance of the council policies and the Council Policy Manual." The working group recommends moving sections # 5 and #6, regarding the Clerk's responsibilities and maintenance of the "Council Policy Manual," to the "Procedures" section #2. "Procedures" #6 and #7 are duplicative and therefore are recommended for removal.

The working group further recommends revising, within the procedure section, references to "City Manager" and "non-managerial departments" to "Mayor" and "non-mayoral departments." The working group also recommends that the Rules, Open Government and Intergovernmental Relations Committee (Rules Committee) take the lead in reviewing the Table of Contents each year to determine which, if any, policies need to be reviewed. We make this recommendation since the table of contents encompasses a wide variety of subjects affecting the City and the Chairpersons of the other Council Committees constitute the membership of the Rules Committee. Once the table of contents is reviewed, the policy itself can be referred to the subject matter committee at anytime.

Finally, grammatical clean-up was done throughout the document to make it a cleaner and more user friendly policy.

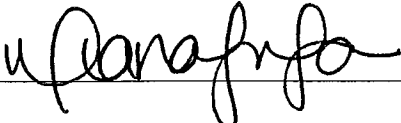
FISCAL CONSIDERATIONS:

None.


PREVIOUS COUNCIL and/or COMMITTEE ACTION: None.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: None.

KEY STAKEHOLDERS AND PROJECTED IMPACTS: None.



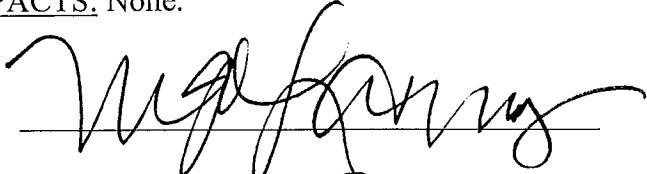
Director of Legislative Affairs



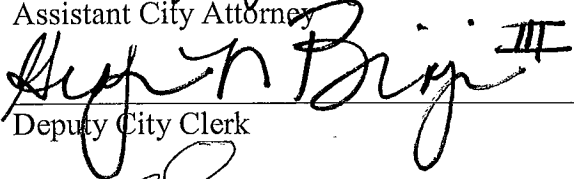
Deputy Director, Independent Budget Analyst




Director of Council Affairs



Assistant City Attorney



Deputy City Clerk



Rules Committee Consultant

Attachments(s):

1. Strike-Out CP 000-01 "Council Policy Manual"
2. Clean Version CP 000-01 "Council Policy Manual"

COUNCIL POLICY

SUBJECT: COUNCIL POLICY MANUAL
 POLICY NO.: 000-01
 EFFECTIVE DATE: January 8, 1990

BACKGROUND:

The City Council of The City of San Diego is charged with the responsibility of establishing municipal policies to guide the various functions of the City and, where necessary, to establish procedures by which functions are performed. Regulatory policies established by the City Council usually are adopted by ordinance and included in the Municipal Code. However, other policies also are established which by their nature do not require adoption by ordinance. These policy statements adopted by resolution of the City Council need to be consolidated in a reference document for easy access.

PURPOSE:

It is the purpose of this policy to establish procedures for the preparation, electronic distribution and maintenance of Council policies and the Council Policy Manual.

Formatted: Indent: Left: 0", First line: 0"

÷

- ~~1. clearly state and compile policies of the City Council not covered by ordinance;~~
- ~~2. provide for the distribution of these policies to all concerned; and~~
- ~~3. establish procedures for the preparation, electronic distribution and distribution and maintenance of Council policies and the "Council Policy Manual."~~

POLICY:

1. There is hereby established a "Council Policy Manual" which shall contain all City policy statements adopted by resolution of the City Council.
2. Generally, policy statements in this "Council Policy Manual" will include only such municipal matters for which the responsibility of decision is placed in the City Council by virtue of the City Charter, the Municipal Code, or specific ordinances and resolutions.
3. All policy statements of the City Council shall be prepared in writing and approved by resolution. Once approved, statements of policy will be reproduced, distributed, and included in the "Council Policy Manual" accompanied by the resolution number and date of adoption.
4. Each policy statements shall include: a) a brief background description of the ~~problem~~topic, b) the purpose of the policy, c) the policy statements, d) procedures or other criteria, ~~or procedural sections as required,~~ and e) cross reference notations as to appropriate provisions in the City Charter, Municipal Code, Administrative Regulations, etc.
5. ~~The City Clerk shall be responsible for the preparation, continuing maintenance and electronic distribution of the "Council Policy Manual," and additions or deletions thereto.~~
6. ~~Copies of the "Council Policy Manual" shall be distributed to each non-managerial department head and to the City Manager and to such of their representatives as they may direct. The City Clerk shall be responsible for notifying the Mayor and City Department heads of changes, deletion, or addition to the "Council Policy Manual".~~

Comment [J1]: Would the Committee like to make any additions or deletion to what is included in a Council Policy.

COUNCIL POLICY

7. ~~Copies of the "Council Policy Manual" shall be available to the general public at a cost established by the City Clerk.~~
8. ~~Council Committees~~ The Committee on Rules, Open Government and Intergovernmental Relations shall annually review the Policy Manual "Table of Contents" to determine which, if any, policies need review.
9. ~~Each policy shall be assigned to a "responsible department" and it shall be the responsibility of departments so designated to 1) periodically review their assigned policies, 2) offer appropriate revisions as necessary, and 3) enter upon any subsequent revisions the cross reference notations mentioned in Item 4 above.~~

PROCEDURE:

1. The City Council or any standing committee or member thereof, ~~the Mayor~~ City Manager, non-~~mayoral~~ managerial department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council through the Committee process.
2. The City Clerk shall be responsible for: a) the assignment of tentative and final assigning policy numbers and titles to a proposed policy draft; For these purposes, he shall be consulted prior to the preparation by the originating department of the draft policy. b) preparing, maintaining, such as updating the Table of Contents and Cross References, adding new policies or deleting repealed policies, and electronically distributing the Council Policy Manual; notifying the Mayor and City Department heads of changes, deletions, or additions to the Council Policy Manual.

~~Prior to preparing the draft policy, the originating department will obtain a copy of the current policy from the City Clerk.~~

3. Drafts of proposed Council policies and amendments to existing policies shall be processed in accordance with the provisions of the Permanent Rules of the Council. Such drafts shall be referred to the appropriate Council Committee for discussion, analysis and preliminary action.
4. Upon approval by the appropriate Council committee, the draft policy shall be delivered to the City Attorney for preparation of a resolution of adoption through the Request for Council Action process by the originator. Such resolution shall be prepared and processed in accordance with ~~Rule 28 of the~~ Permanent Rules of the Council. A strike-out version of the draft policy shall be prepared and forwarded with the Request for Council Action. ~~resolution.~~
5. Proposed policies will then be presented for Council consideration. If Council approves a policy ~~with revisions and directs revisions,~~ the originating department will make the changes and forward a final draft and strike-out version to the City Attorney before publication by the City Clerk.
6. ~~After official adoption by the City Council, the City Clerk shall be responsible for duplication of the statement of policy and distribution.~~
7. ~~As required, the City Clerk shall update the Table of Contents and Cross Reference in the "Council Policy Manual."~~

Comment [J2]: Council Policy Working Group Recommendation: add the following language, "and should be reviewed by the City Attorney for legality prior to being placed on the Committee agenda."

Comment [Adm3]: Duplicative of Procedure #2 above.

COUNCIL POLICY

8. Each July the Rules, Open Government and International Relations Committee ~~four Council Committees~~ shall review an updated table of contents to determine which, if any, policies they wish to review.

HISTORY:

Adopted by Resolution R-169938 03/15/1962
Amended by Resolution R-191955 10/26/1967
Amended by Resolution R-211429 08/29/1974
Amended by Resolution R-252047 06/16/1980
Amended by Resolution R-274932 01/08/19

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

REVISED

SUBJECT: COUNCIL POLICY MANUAL
POLICY NO.: 000-01
EFFECTIVE DATE:

BACKGROUND:

The City Council of The City of San Diego is charged with the responsibility of establishing municipal policies to guide the various functions of the City and, where necessary, to establish procedures by which functions are performed. Regulatory policies established by the City Council usually are adopted by ordinance and included in the Municipal Code. However, other policies also are established which by their nature do not require adoption by ordinance. These policy statements adopted by resolution of the City Council need to be consolidated in a reference document for easy access.

PURPOSE:

It is the purpose of this policy to establish procedures for the preparation, electronic distribution and maintenance of Council policies and the Council Policy Manual.

POLICY:

1. There is hereby established a Council Policy Manual which shall contain all City policy statements adopted by resolution of the City Council.
2. Generally, policy statements in this Council Policy Manual will include only such municipal matters for which the responsibility of decision is placed in the City Council by virtue of the City Charter, the Municipal Code, or specific ordinances and resolutions.
3. All policy statements of the City Council shall be prepared in writing and approved by resolution. Once approved, statements of policy will be reproduced, distributed, and included in the Council Policy Manual accompanied by the resolution number and date of adoption.
4. Each policy statements shall include: a) a brief background description of the topic, b) the purpose of the policy, c) the policy statements, d) procedures or other criteria, as required, and e) cross reference notations as to appropriate provisions in the City Charter, Municipal Code, Administrative Regulations, etc.
5. The Committee on Rules, Open Government and Intergovernmental Relations shall annually review the Policy Manual Table of Contents to determine which, if any, policies need review.

PROCEDURE:

1. The City Council or any standing committee or member thereof, the Mayor, non-mayoral department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council through the Committee process.
2. The City Clerk shall be responsible for: a) assigning policy numbers and titles to a proposed policy draft; b) preparing, maintaining, such as updating the Table of Contents and Cross References, adding new policies or deleting repealed policies, and electronically distributing the Council Policy Manual; notifying the Mayor and City Department heads of changes, deletions, or additions to the Council Policy Manual.

COUNCIL POLICY

REVISED

3. Drafts of proposed Council policies and amendments to existing policies shall be processed in accordance with the provisions of the Permanent Rules of the Council. Such drafts shall be referred to the appropriate Council Committee for discussion, analysis and preliminary action.
4. Upon approval by the appropriate Council committee, the draft policy shall be delivered to the City Attorney for preparation of a resolution of adoption through the Request for Council Action process by the originator. Such resolution shall be prepared and processed in accordance with the Permanent Rules of the Council. A strike-out version of the draft policy shall be prepared and forwarded with the Request for Council Action.
5. Proposed policies will then be presented for Council consideration. If Council approves a policy with revisions, the originating department will make the changes and forward a final draft and strike-out version to the City Attorney before publication by the City Clerk.
6. Each July the Rules, Open Government and International Relations Committee shall review an updated table of contents to determine which, if any, policies they wish to review.

HISTORY:

Adopted by Resolution R-169938 03/15/1962
Amended by Resolution R-191955 10/26/1967
Amended by Resolution R-211429 08/29/1974
Amended by Resolution R-252047 06/16/1980
Amended by Resolution R-274932 01/08/19